BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

AIR NATIONAL GUARD INSTRUCTION 13-201
7 APRIL 1995

Space, Missile, Command and Control
AIR TRAFFIC CONTROL STAFF ASSISTANCE VISITS

This instruction establishes the procedures for conducting Air Traffic Control Staff Assistance Visits (ATCSAV). It implements policy guidance in AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management.* It applies to all Air National Guard (ANG) units and ATC facilities. Units are encouraged to send recommended changes to this instruction using AF Form 847, Recommendation for Change of Publication. Send AF Forms 847 through appropriate channels to NGB/SCFP, 3500 Fetchet Ave, Andrews AFB, MD 20331-5157.

1. Purpose. NGB/SCF established the ATCSAV program to provide assistance to ANG units in maintaining viable operational procedures and training programs. The program counterbalances the Air National Guard Air Traffic System Analysis (ATSA)/ATC Standardization and Evaluation Program (ATC Stan-Eval). It is not an inspection program, and is not intended to prepare units for an ATSA/ATC Stan-Eval. The ATCSAV is an opportunity to receive assistance from the experienced headquarters personnel who write Air National Guard ATC policy and guidance. Unit Commanders use ATCSAV reports to assess the unit's operational and training welfare.

2. Scheduling. An ATCSAV will be conducted normally every 4 years. NGB/SCF develops a tentative ATCSAV schedule for each fiscal year. NGB/SCF deconflicts the schedule with the ATSA/Stan-Eval program so units are not visited more than once per fiscal year. Depending on the composition of the facility, visits will not normally be longer than 4 working days; 2 working days the norm. Notification confirming the visit date, team chief, team composition and team support requirements will be sent 60 days prior to the ATCSAV. Notification letters will be sent to the:
2.1. State Adjutant General
2.2. Senior Operational Commander
2.3. Units will schedule the ATCSAV Team Chief an in-brief and out-brief with the Senior Operational Commander, the Unit Commander, Chief, Air Traffic Control Operations, and Chief of Maintenance.

3. Funding. NGB/SCF submits an annual budget estimate to ensure funding of the ATCSAV program.

4. Team Composition. Personnel from NGB/SCF or augmentation from field locations will comprise the ATCSAV team. The team will normally consist of four people. The Team Chief will normally be a NGB/SCF branch chief or higher, accompanied by two air traffic control and one ATCALS maintenance specialist.

5. Assistance. ATCSAV notification letters will request units to relay local concerns to NGB/SCF. This will allow NGB/SCF to staff the concerns for resolution or guidance before the visit. Concerns will be sent via message, LAN, or facsimile to NGB/SCF. They must arrive NLT 10 days prior to the team departure date. Units may request a SAV anytime the unit's operational welfare is questionable and a higher headquarters review is desired. Team personnel will utilize the Facility Operations Guide to conduct the SAV.

6. Visit Reports. The team chief is responsible for the final ATCSAV report. Reports will include the minimum areas outlined in paragraph 7. A final report will be mailed within 15 days.

7. Report Format. Reports will conform to the Air Force "MEMORANDUM" format. Reports will include, but not be limited to, the following items:
7.1. Opening paragraph with team members name and organization.
7.2. Each areas summary (i.e. Radar, Tower etc.) in caps. Number paragraphs. Followed by:
7.3. Discrepancy (paragraph lettered)
7.4. Recommendation (not numbered or lettered). The words "RECOMMENDATION" in caps.
7.5. NGB/SCF POC.
7.6. Team Chiefs signature block.

8. Distribution. ATCSAV reports will be distributed to the following agencies:
8.1. NGB/SC
8.2. Senior Operational Commander
8.3. Unit/CC

9. Follow-up. Units shall correct ATCSAV deficiencies to file. During the next ATSA/Stan-Eval visit, deficient items will be reviewed for completeness.

DONALD W. SHEPPERD
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Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
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